

How to Split Bank Statement Lines and dissect amounts

1. In Xero's Bank **Reconciliation Screen** go to the statement line you wish to dissect
2. Select the '**Create**' tab if not already selected, and the select '**Add details**'.

Match **Create** Transfer Discuss Find & Match

Name Acct

Desc

Kiosk No GST

Add details

3. **Add transactions** (lines) as required.

Note - the same logic applies to all payments you wish to dissect whether a withdrawal or deposit on your bank statement.

When dissecting a deposit (positive amount = received, negative amount = spent)

When dissecting an expense (positive amount = spent, negative amount = received)

E.g. 1. Rental statement received from Property Manager with expenses (Dissect Net Rents)

Property manager Majestic Contracting receives \$1,000 rent from tenant, charges \$350 in fees and deducts \$200 for repairs and maintenance costs. Total net rent deposited = \$450

26 Mar 2013 other 450.00

Majestic Contracting Sublet RM2031

More

Match Discuss

Find & select matching transactions below

1. Find & select matching transactions - 0 transactions selected

2. View your selected transactions. Add new transactions, as needed. ?

Received as Direct Payment

From: Majestic Contracting Date: 26 Mar 2013 Reference:

NZD New Zealand Dollar Amounts are Tax Inclusive

Description	Qty	Unit Price	Account	Tax Rate	Property Invest...	Amount NZD	
Rent Received	1.00	1,000.00	205 - Rent Received	No GST	Smith St 22	1,000.00	
Fees charged by agent	1.00	-350.00	289 - Advertising	No GST	Smith St 22	-350.00	
washing machine repairs	1.00	-200.00	450 - Repairs & Maintenance	No GST	Smith St 22	-200.00	
						Subtotal	450.00
						GST	0.00
						TOTAL	450.00

Add a new line

Save Transaction Cancel

The total amount of dissected lines (below) must equal the net amount on the bank statement line (above left).